

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: DOJ00611814  
POSITION NO: 202239  
POSITION TITLE: \_\_\_\_\_

DATE POSTED: 04/11/16  
CLOSING DATE: OUF

DEPARTMENT NAME / WORKSITE: OAG/Department of Justice - (Tax & Finance Unit), Window Rock, AZ

WORK DAYS: <u>Mon. - Fri.</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>AC72A-B</u>
WORK HOURS: <u>8am - 5pm</u>	PART TIME: <input type="checkbox"/> NO. OF HRS./WK.: _____	\$ <u>DOE</u> PER ANNUM
	SEASONAL: <input type="checkbox"/> DURATION : _____	\$ <u>DOE</u> PER HOUR
	TEMPORARY: <input type="checkbox"/>	<b>\$91,644.80 to \$94,411.20</b>

**DUTIES AND RESPONSIBILITIES:**

Under general direction of the Assistant Attorney General or the Attorney General and Deputy Attorney General, will Provides legal direction to Navajo Nation Divisions, Departments, and Local governmental units regarding a wide range of Taxation, Insurance, Retirement, Investments, Office of the Controller and Office of Management & Budget and Navajo Nation Tax Office and commission, Judicial and Legislative Branch of the Navajo Nation in legal issues, including statutory and regulatory grounds for local authority, contract disputes and procurement issues, and intergovernmental relations; performs professional legal work in counseling, research, trial and other legal work; present cases in courts; and performs related duties as required in finance and taxation. Prepares and presents cases in tribal, municipal, state, and federal courts; confers with, gives advice to, and prepares opinions for various departments and branches of the Tribe; drafts legal and judicial processes; prepares interpretations of new legislation and judicial decisions; reviews contracts, mortgages, leases, permits and related documents prior to signature by Tribal officials; conduct interview, complainants, and others on a variety of legal matters; conducts legal research, prepares briefs, pleadings and other legal documents. Advise clients and members of the various oversight committees of the Navajo Nation council, as is required, on legal questions. Provides opinion of tribal law and/or legislative proposals that may impact the Navajo Nation. Assist in routine operation of the Department of Justice.

**QUALIFICATION REQUIREMENTS: (Education, Experience and Training)**

**Minimum Qualifications:**

- Juris Doctorate; and eight (8) years professional experience as a state licensed attorney.
- Current admission in any state bar with the intention of seeking and securing admission to the Navajo Nation Bar Association and either the Arizona, New Mexico or Utah State Bar within one (1) year of date of hire.

**Preferred Qualifications:**

- Current admission in the Navajo Nation Bar Association and the Arizona, New Mexico or Utah State Bar.

***(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)***

**Special Knowledge, Skills and Abilities:**

Knowledge of federal, state and tribal laws affecting assigned area, specific laws related to assignment; federal Indian law; legal research methods and techniques methods and techniques. Must have skills in analyzing and organizing facts; evidence and precedent; in preparing and presenting legal opinions; in presenting material and developing and appropriate argument or defense; in verbal and written communication; skill in establishing and maintaining effective working relationships.

**THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.**